Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

***BIDS AND AWARDS COMMITTEE***

# Bid Bulletin No. 1 for 2nd Public Bidding CY 2021

## A. Procurement of Property Inventory Management System

1. General:

   **a. The scope of work does not include the hosting of the web-based system; The PIMS development and production servers (including OS) will be provided and hosted by DOE; Other required software will be provided, installed, and configured by the Software Provider.**

   **b. Intellectual Property Right and Source Code**

   **The software to be procured should be under the name of DOE and all intellectual property assignment for the software, source code and the final customized software/system should be under the name of the Department of Energy.**

2. **Item IV: Scope of Work**

   The project aims to provide DOE with a web-based system that will facilitate seamless management of the agency's supplies and plant, equipment, and properties (PPE). In particular, the project requires the Contractor to implement the system with the following scope of work:

   1. Supply, delivery, configuration and testing of ICT hardware components as specified in Annex A.
   2. Supply and delivery of software with specifications as indicated in Annex B.
   3. Conduct of inception meeting discussing the project methodology and workplan.
   4. Design, development and customization of the PIMS with the following major work components:
      a. Conduct of workshop and consultation:
         i. PIMS orientation
         ii. End-users' consultation
         iii. Requirement's elicitation workshop

b. Development/formulation of the Business Requirements Documents (BRD), Software Requirements Specifications (SRS), Solution Concept Diagram, Business Process Flows, Application Integration Architecture Diagrams, Risk Management Plan and other project documents for a web-based PIMS with the following basic features:
    i. Fixed Asset Management
    ii. Supplies Inventory
    iii. Accountability Monitoring
    iv. Vehicle Monitoring
    v. Reporting
    vi. Disposal
    vii. Insurance
c. Installation and deployment of the system
d. Conduct of User Acceptance Testing (UAT), Real Environment Testing (RET) and Pilot Testing (PT).
e. Provision of Application Programming Interface (API) or facility for interacting with future applications (Enterprise Resource Planning (ERP) and Budget and Treasury Management System (BTMS).
f. Data uploading of existing supplies and properties data to the system database.

5. **Integration of the following existing DOE System to the PIMS:**
    a. **Procurement Monitoring Report (PMR)**
    b. **Employees Compensation Payroll System - Personnel Management Information System (ECPS-PMIS)**
    c. **Vehicle Management System (VMS)**
    d. **Petty Cash Voucher Management System (PCVMS)**
6. System Transitioning and Project Completion/Closeout:
    a. Conduct of End-users' and System Administrators' Training.
    b. Submission of:
        i. Training modules,
        ii. User Manual,
        iii. System Administration Manual,
        iv. Technical Manual,
        v. Source Codes, and
        vi. Final Completion Report.
7. Service Level Support and Warranty.
    a. Provision of six (6) months remote/onsite technical support, trouble shooting, and resolution of issues/problems encountered during go-live post implementation.
    b. Provision of warranty from technical glitches/bugs and other issues, and resolution thereof, for twelve months (12) from the date

of issuance of Final Acceptance and Completion by the DOE which shall be free of charge.

3. **Item VI: Scope of Work**

Project Duration and Timeline

The Project is expected to be completed within two hundred and ten (210) days from the Notice to Proceed that will include end-users' acceptance.

| Item No. | Activities | Timeline | Work Percentage |
|---|---|---|---|
| 1. | Conduct of inception meeting: discussion of project methodology and workplan. | 15 Calendar days upon receipt of NTP | 3% |
| 2. | **Supply, delivery, configuration and testing of ICT hardware components as specified in Annex A.** | **60 Calendar days upon receipt of NTP** | **7%** |
| 3. | Supply and delivery of software with specifications as indicated in Annex B | 60 Calendar days upon receipt of NTP | 40% |
| 4. | Design, development and customization of the PIMS with the major work components | 150 Calendar days upon receipt of NTP | 35% |
| 5. | **Integration existing DOE System to the PIMS** | **210 Calendar days upon receipt of NTP** | **5%** |
| 6. | Conduct of System Transitioning and Project Completion/Closeout | 210 Calendar Days | 10% |

4. **Item VII: Scope of Work**

Project Cost and Payment Schedule

c. Project Cost: Php10,000,000.00.
d. Payment Schedule: Progress Billing

| Item No. | Deliverables | Requirement | Payment (% of Total Contract Cost) |
|---|---|---|---|
| 1. | Inception Report | Inception Report signed | 3% |

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|---|---|---|---|
| 2. | Supply, delivery, configuration and testing of ICT Hardware components as specified in Annex A | ICT Hardware components delivered, configured, tested and accepted | 7% |
| 3. | Supply and delivery of software with specifications as indicated in Annex B | Software delivered as per specifications, tested and accepted | 40% |
| 4. | Design, development and customization of the PIMS<br>1. Approved project documentation, as follows:<br>○ Business Requirements Documents (BRD)<br>○ Software Requirements Specifications (SRS)<br>○ Solution Concept Diagram<br>○ Business Process Flows<br>○ Application Integration Architecture Diagrams<br>○ Risk Management Plan<br>○ Other project documents<br>2. Certificate of Conduct of User Acceptance Testing (UAT), Real Environment Testing (RET) and Pilot Testing (PT)<br>3. Certificate of Acceptance of PIMS integrated with PMR, ECPS-PMIS, VMS and PCVMS<br>4. Certificate of Final Acceptance and Completion | Project requirements approved and accepted by the End-user<br><br>PIMS Go-live (Production) Certificate signed off by ITMS<br><br>Project Management Reports | 35% |

| | | | |
|---|---|---|---|
| 5. | **Integration of the following existing DOE System to the PIMS:**<br>**a. Procurement Monitoring Report (PMR)**<br>**b. Employees Compensation Payroll System - Personnel Management Information System (ECPS-PMIS)**<br>**c. Vehicle Management System (VMS)**<br>**d. Petty Cash Voucher Management System (PCVMS)** | **Certificate Signed off by the end-user** | **5%** |
| 6. | Conduct of System Transitioning and Project Completion/Closeout<br>1. Certificate of End-Users' and System Administrators' Training<br>2. Training modules, User Manual, System Administration Manual, Technical Manual, Source Codes, Final Completion Report | Certificate of Training<br><br>Complete Project Documentation:<br><br>1. Training modules,<br>2. User Manual,<br>3. System Administration Manual,<br>4. Technical Manual,<br>5. Source Codes, and<br>6. Final Completion Report | 10% |
| | *Note: Retention is 10% of every progress billing* | | |

5. **Revised Specification for the hardware under Annex A:**

**UHF / RFID / Barcode Printer - One (1) Unit**

- Printer Type: Thermal transfer, Direct thermal
- Print Speed: 8 inch/sec
- Resolution: up to 300 dpi
- Max Print Width: 4 Inch

- Connectivity: Mandatory: Ethernet LAN (10/100) and USB 2.0 Compatible; Optional: Serial (RS232), Parallel, and Wireless 802.11b/g (optional)
- Compliant Standards: ISO/IEC, EPCglobal standards
- Software and Firmware: installed and updated
- Memory: 16MB SDRAM / 8MB Flash
- Accessories: 2 pcs Printer Ribbon (wax-resin), 1 pc US Power Cord, and external rewinder

**Handheld Mobile Computer for Inventory/Warehouse Management – One (1) Unit**

- OS: OS Embedded Handheld with latest browser compatible with the unit
- DISPLAY: 8.9 cm (3.5 in) Transmissive QVGA; 240 pixels x 320 pixels; High-durability touch screen; LED backlight; Ambient light sensor
- Flash Memory: 512 MB, customer-accessible micro-SD slot for removable memory cards up to 32GB
- RAM Memory: 256 MB
- Microprocessor: 1GHz multi-engine processor architecture
- Battery: user removable, rechargeable Lithium-Ion; 3.7V, 2000mAh (7.4 Watt-hours)
- Communications interface: USB – Full Speed 2.0 OTG, USB – Full Speed 2.0 Client
  - Wireless LAN: IEEE 802.11 b/g/n WLAN
  - Security: WiFi Certified for WPA and WPA2
  - Authentication: 802.1x
  - Encryption: WEP (64 or 128 bit), AES

**UHF RFID Reader - Five (5) Units**

- Air Interface Protocols: EPCglobal UHF Gen 2, ISO 18000-6b, ISO 18000-6c
- Certifications: FCC, ETSI
- Communications Interface: Bluetooth and USB Configurations
- RFID Frequency Range: 865 and 915 MHz bands
- Power: Removable Lithium-ion battery pack (2400 mAh)
- Antenna Type: Linear polarized
- Typical Read Range (tag and environment dependent): 6.09 cm to 609.6 cm+ (0.2 ft. to 20 ft.+)
- Typical Write Range (tag and environment dependent): 30.5 cm to 182.9 cm+ (1 ft. to 6 ft.+)
- Maximum Output Power: Up to 30 dBm (regional dependent)
- Accessory: External battery charger
- Compatible with the Handheld Mobile Computer for Inventory/Warehouse Management

**Smart RFID Label**

- 10,000 pcs – Smart RFID Label (Metallic), 0.5" x 4" or 1" x 4" (compatible with the UHF / RFID / Barcode Printer)
- 10,000 pcs – Smart RFID Label (Non-Metallic), 1" x 2" (compatible with the UHF / RFID / Barcode Printer)

**Printer Ribbon**

- 1 pc - Printer Ribbon (wax-resin) for UHF / RFID / Barcode Printer

**Others Supplies/peripherals**

- Four (4) Licenses - SQL Server Std Core 2 SL (2 core packs) –
- 1 Unit - 40 TB Network Attached Storage (NAS) Enclosure; Fully populated disk bay (4 x 10TB SATA 5400 rpm 256MB)
- Four (4) units - NAS Hard Disk Drive 3.5" SATA 3.0 10TB 5400RPM 256MB

**Note: The above specification is the minimum requirement. Bidders may offer better or higher specifications/products.**

**B. Various Capital Outlay for the Philippine Conventional Energy Contracting Program**

- **None**

**C. CY2021 Security Services for the Visayas Field Office**

- **None**

Considering the COVID-19 situation, Opening of Bids can be witnessed through video conferencing via MS Teams platform. In preparation, you may download the app in advance to witness the proceedings. Bidders and observers may submit their intent to participate with the following information such as the nominated email address to jdeogracias@doe.gov.ph

This Bid Bulletin forms part of the terms of reference. All other terms and conditions in the Bid Documents issued by the DOE-BAC not consistent with this Supplemental / Bid Bulletin shall remain valid and effective.

Approved for Issuance:

**ASEC. ROBERT B. UY**
*Vice - Chairperson, Bids and Awards Committee*

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